



# CHIPOLA COLLEGE

ENROLLMENT SERVICES, ADMISSIONS & RECORDS  
3094 INDIAN CIRCLE  
MARIANNA, FLORIDA 32446-2053  
(850) 526-2761 FAX: (850) 718-2287

## COURSE APPROVAL CERTIFICATION FORM DUAL ENROLLMENT/EARLY ADMISSION PROGRAM

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

School: \_\_\_\_\_

Student Name: \_\_\_\_\_  
(Print in Ink)      First      Middle      Last

**Program Requirements and Restrictions:** Classes may be taken on Chipola's campus or at area high schools offering dual enrollment courses on their campus. Available Dual Enrollment courses include all courses taught at Chipola that are on the state approved Dual Enrollment Course Equivalency List available at www.facts.org. Courses not covered under the Program are preparatory instruction, physical education, recreation, independent study, distance learning courses with additional fees, and courses fewer than 3 semester hours. Academic students enrolled in the dual enrollment program may take up to 7 semester hours of college work during a summer session and up to 11 semester hours during the fall or spring semester. This includes combined college credit hours from both Chipola campus and high school campus classes. Workforce Development students may enroll for up to 330 clock hours during the fall or spring semester and 180 clock hours during a summer session. Early Admission students must enroll and maintain full-time status.

**Attendance:** Program students taking classes on Chipola's campus must adhere to college attendance policies.

**Books:** Books for public school students will be purchased by and remain the property of the district school board. Non-public or home education students will be responsible for all textbook costs.

**Continued Enrollment:** Students must maintain a minimum term and cumulative College GPA of 2.0 to remain in the program.

**Fees:** Chipola waives all tuition and lab fees, with no cost to the student. However, the **student must take this form to the Business Office** located in A165, by 3:00 p.m. **on the day of registration to pay tuition and fees, or registration will be cancelled.** Students who resign from a public high school or receive a GED during the time he/she is enrolled in this program will be liable for all fees for that term.

**Final Credit:** Provisional college credit will be granted for work satisfactorily completed and final credit granted after student earns a high school diploma or equivalent and request an official final high school transcript be sent to the Admissions and Records Office denoting graduation date.

**Grades:** Grades and unofficial transcripts are available through www.facts.org. The college grading policy will be used for all dual enrollment courses. Dual enrollment courses taught at the high school must conform to the college grading policy. The letter grade earned by a student in the college credit course must be the same letter grade earned in the high school course.

**Parking:** If you drive a vehicle on campus, you are required to park in student-designated spaces only and to display a Parking Permit. You will need your Student ID and the tag receipt/registration for your vehicle to obtain your decal at the Business Office, A165. Read the information on "Parking" in the Student Handbook and/or college catalog. Minimum fines are \$20.00 per violation.

**Student I.D.:** Students must have a Student I.D. to check out materials from the Library, use the Information Technology Center, receive parking decal, take final exams and gain free admission to many college sponsored activities. Go to Student Services, A107 to have your photo I.D. made. Keep the ID with you at all times while on campus.

**Withdrawal:** Students must complete the appropriate college forms and meet college established deadlines for withdrawal and/or resignation from class(es) and must obtain high school approval. Students may not repeat courses in which they have earned grades of W, D, or F until after high school graduation. Dual enrollment students are not allowed to audit classes. Students must also adhere to their high school withdrawal policies. Any student who resigns from a public high school or receives a GED during the time he/she is enrolled in this program will be liable for all fees and cost for that term.

**Changing or Resigning from High School:** Students changing high schools during dual enrollment must notify the college. Students who resign from a public high school and change to a home education program, a private or a virtual school must complete a Home Education/Private School/Virtual School Agreement Form. \_\_\_\_\_ I have changed high schools. I withdrew from \_\_\_\_\_ and enrolled at \_\_\_\_\_ on \_\_\_\_\_.

**Attending Other Colleges:** Students who are attending or have attended other colleges must have official college transcripts sent to Chipola College. \_\_\_\_\_ I am/have been enrolled at \_\_\_\_\_ college(s). When? \_\_\_\_\_

**I understand that I am fully responsible for reading, understanding, and complying with college policies related to the admission, attendance, grading system, course requirements, and all Chipola policies and procedures as published.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Circle term and indicate year courses listed below will be taken.

Term: Fall / Spring / Summer I / Summer II      Year \_\_\_\_\_      (Use additional forms if needed)

Course Prefix	Course Number	Section	Course Title	<i>Students must meet eligibility and placement test requirements for all courses prior to registration and the first day of class(es).</i>	Course Hours	CAMPUS	Chipola	HS

This is to certify that the above student meets the eligibility requirements for this program, and the courses listed above have been approved and will upon successful completion, be counted in lieu of required credit for the award of a high school diploma or equivalent.

Signature of Principal or Designee; or Home School Provider \_\_\_\_\_ Date \_\_\_\_\_ 3/08